

PUBLIC ARTS COMMISSION BY-LAWS
Revised January 14, 2019

Section I.

Name: Forest Grove Public Arts Commission (PAC)

Section II.

Established: The Commission was established January 23, 2006, by an act of the Forest Grove City Council by Resolution No. 2006-06 to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote, and develop public access to the arts.

Section III.

Responsibilities and Functions: The Commission is charged with the responsibility

- A. To foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove.
- B. To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community.
- C. To advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- D. To advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments.
- E. To advise Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community.
- F. To encourage connections with other local, regional, and national organizations working for the benefit of the arts and preservation of artistic values, and other similar activities.
- G. To recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the City.
- H. To pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.
- I. To foster community arts activities as a vehicle for local economic development.

Section IV.

Internal Organization:

A. Membership and Terms:

The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with consent of the City Council. The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. Up to two members of the nine-member Commission may reside outside of the city limits. A student from a local high school or Pacific University will be appointed as a non-voting member.

The Public Arts Commission members will serve three-year, staggered terms. The original appointees will be appointed as follows: three for one year, three for two years, three for three years, and thereafter all terms will be for three years. Vacancies can be filled at any time to complete a given term.

The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Forest Grove Library Director and the Parks & Recreation Director or their designees will serve as non-voting liaisons.

B. Chairperson:

The chairperson shall be elected annually in January by the committee following new or continuing appointments to the PAC by the City Council. The chairperson is accountable to the committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by committee action at any time by majority vote of the entire membership.

Routine functions and responsibilities of the chairperson shall include:

1. Development of a written agenda in sufficient time to allow for distribution to the committee prior to any regular meeting.
2. Chairing all meetings. In the event the chairperson cannot be present at any given meeting, the chairperson is responsible for appointing a substitute to chair the meeting.
3. Presents the yearly major activity report to the Council. The report will be written and presented orally in a public forum.

C. Secretary:

The Secretary is the recording officer of the Committee and is responsible for ensuring that an accurate record of the proceedings of the Committee is maintained by the Committee. All minutes shall be approved at the next regular meeting with due opportunity for corrections and additions. The Commission will provide the Council with minutes of all meetings within 45 days of such meetings.

D. Meetings (Regular and Special):

The Commission will meet at least monthly. Special meetings may be called by vote of the committee at any regular meeting, by the chairperson, by request from the Council's liaison, or by written petition by three or more members. All regular and special

meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.

E. Quorum:

A majority of the members of PAC as appointed by Council.

F. Voting and Decision Making:

1. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the commission.

2. Decisions by voting shall be decided by a majority of those members present and voting.

3. A change in the voting procedure described in previous item F2 may be used on any specific item if the committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.

4. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

G. Role of Council Liaison to PAC:

1. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the PAC.

2. Council's liaison shall not vote at PAC meetings.

3. Council's liaison is not responsible to convey the majority and/or the minority PAC actions and recommendations to the Council. This is the chairperson's responsibility. Further, the liaison is not obligated to support PAC opinions and recommendations during formal meetings of the Council.

Section V.

Issues:

The rules contained in Robert's Rules of Order Newly Revised shall govern this Commission in all cases where these By-Laws are insufficient in specification of procedure. The PAC will operate in the general public interest serving the community as a whole. The PAC will serve no special interests and will not endorse any commercial product or enterprise.

Section VI.

Amending the PAC By-Laws:

A majority of all members must vote affirmatively to modify the committee's By-Laws on at least two separate regular meetings. Final decisions on a By-Law change shall not be made until at least the next regular meeting following the introduction of the motion. All By-Law changes adopted by the PAC must be approved by Council. The By-Laws shall be reviewed on an annual basis.